

ORDER FOR SUPPLIES OR SERVICES

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 07/11/2013		2. CONTRACT NO. (If any) GS-35F-4076D		6. SHIP TO: a. NAME OF CONSIGNEE HPOD	
3. ORDER NO. EP-G13H-00714		4. REQUISITION/REFERENCE NO. See Schedule			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R	
				c. CITY Washington	d. STATE DC
				e. ZIP CODE 20460	
7. TO: MONTANA DUNCAN				f. SHIP VIA	
a. NAME OF CONTRACTOR DELL MARKETING L.P.				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY REFERENCE YOUR: _____ Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
c. STREET ADDRESS ONE DELL WAY RR8-30 5127230669				Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY ROUND ROCK		e. STATE TX	f. ZIP CODE 786820001		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OEI Tech, Ops & Planning/EDSD	

11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB				12. F.O.B. POINT Destination	
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.	
				15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
16. DISCOUNT TERMS					

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 877936518 Acceptance of ebuy RFQ ID: RFQ788577-QQF; quote# AETEXCL13061801 for Office 365 cloud service & support for 18,000 licenses. Includes maintenance, future upgrades, and patches. Continued ...					
SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages) 
	21. MAIL INVOICE TO:				\$7,905,600.00	
	a. NAME RTP Finance Center					
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive					\$1,581,120.00
	c. CITY Durham		d. STATE NC	e. ZIP CODE 27711		

22. UNITED STATES OF

AMERICA BY (Signature)

23. NAME (Typed)

Deborah Darry

TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 07/11/2013	CONTRACT NO. GS-35F-4076D	ORDER NO. EP-G13H-00714
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>The amount of this award (for the base period) is \$1,581,120.00. TOCOR: Gloria Meriweather Admin Office: HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460</p> <p>Accounting Info: 13--WR-H1DDIT1-ZZZHF8-2512-CDM00038--13H1DMS 013-001 BFY: 13 Fund: WR Budget Org: H1DDIT1 Program (PRC): ZZZHF8 Budget (BOC): 2512 Job #: CDM00038 DCN - Line ID: 13H1DMS013-001 Period of Performance: 06/28/2013 to 06/27/2014</p> <p>Microsoft Office 365 cloud service & support for 18,000 licenses. Includes maintenance, future upgrades, and patches. 06/28/2013 to 06/27/2014</p>					
0001	<p>OfficeProPlusSvcfor0365-G ShrdSvr ALNG SubsVL MVL PerUsr. Requisition No: PR-OEI-13-00642</p> <p>Microsoft Office 365 cloud service & support for 18,000 licenses. Includes maintenance, future upgrades, and patches. 06/28/2014 to 06/27/2015</p>				1,581,120.00	
0002	<p>OfficeProPlusSvcfor0365-G ShrdSvr ALNG SubsVL MVL PerUsr. (Option Line Item) 06/28/2014</p> <p>Microsoft Office 365 cloud service & support for 18,000 licenses. Includes maintenance, future upgrades, and patches. 06/28/2015 to 06/27/2016</p> <p>Continued ...</p>				1,581,120.00	
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$3,162,240.00	

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 07/11/2013	CONTRACT NO. GS-35F-4076D	ORDER NO. EP-G13H-00714
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0003	OfficeProPlusSvcfor0365-G ShrdSvr ALNG SubsVL MVL PerUsr. (Option Line Item) 06/28/2015 Microsoft Office 365 cloud service & support for 18,000 licenses. Includes maintenance, future upgrades, and patches. 06/28/2016 to 06/27/2017				1,581,120.00	
0004	OfficeProPlusSvcfor0365-G ShrdSvr ALNG SubsVL MVL PerUsr. (Option Line Item) 06/28/2016 Microsoft Office 365 cloud service & support for 18,000 licenses. Includes maintenance, future upgrades, and patches. 06/28/2017 to 06/27/2018				1,581,120.00	
0005	OfficeProPlusSvcfor0365-G ShrdSvr ALNG SubsVL MVL PerUsr. (Option Line Item) 06/28/2017 PO: Gloria Meriweather; meriweather.gloria@epa.gov;202.566.0652 Buyer: Corey Wilson; wilson.corey@epa.gov				1,581,120.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$4,743,360.00

Governing Clauses

CO ADDED Clause - TAX

The Federal Government is exempt from paying taxes. The tax exempt number is 52-085-2695.

CO ADDED Clause - Invoices RTP Finance (Nov 03)

Invoices shall be prepared containing the following information. Purchase Order Number, description of commodities/services furnished, and period of performance, taxpayer ID number and amount due.

Invoice shall be submitted to the address specified in block 21 of this order.

Or

Invoices shall be submitted via e-mail to RTPReceiving@epa.gov

Provide the .pdf file with the following naming convention and SUBJECT in email.

SI_PO#_Inv#.pdf Example: SI_EP-B11H-00001_5335.PDF

For status of Invoice Payments, call the Financial Office's Customer Service at (919) 541-0616

The FedEx/Commercial Courier address for Invoices:

US EPA, RTP-Finance (Mail Drop D143-02)

4930 page Road

Durham, NC 27703

Vendors interested in checking the status of payments should use the department of Treasury's Payment Advice Internet delivery (PAID) system. It is located on the following web site and requires registration. [Http://www.fms.treas.gov/paid/index.asp](http://www.fms.treas.gov/paid/index.asp)

FAR 52.252-2 Clauses incorporated by reference (Feb 1998)

FAR 52.202-1 Definitions.

As prescribed in 2.201, insert the following clause:

DEFINITIONS (JULY 2004)

(a) When a solicitation provision or contract clause uses a word or term that is defined in the Federal Acquisition Regulation (FAR), the word or term has the same meaning as the definition in FAR 2.101 in effect at the time the solicitation was issued, unless—

- (1) The solicitation, or amended solicitation, provides a different definition;
- (2) The contracting parties agree to a different definition;
- (3) The part, subpart, or section of the FAR where the provision or clause is prescribed provides a different meaning; or
- (4) The word or term is defined in FAR Part 31, for use in the cost principles and procedures.

Governing Clauses

(b) The FAR Index is a guide to words and terms the FAR defines and shows where each definition is located. The FAR Index is available via the Internet at <http://www.acqnet.gov> at the end of the FAR, after the FAR Appendix.

52.204-6	DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER (OCT 2003)
52.203-13	Contractor Code of Business Ethics and Conduct (Apr2001)
52.204-7	CENTRAL CONTRACTOR REGISTRATION (FEB 2012)
52.204-3	Tax payer Identification.
52.212-4	CONTRACT TERMS AND CONDITIONS – COMMERCIAL ITEMS (FEB 2012)
52.212-5	Contract Terms and Conditions Required to Implement Statutes or Executive Orders— Commercial Items.
52.217-8	Option to extend Services (Nov 1999)
52.217-9	Option to extend the term of the contract (Mar 2000)
52.232-12	Advanced Payments (May 2001)
52.232-33	PAYMENT BY ELECTRONIC FUNDS TRANSFER – CENTRAL CONTRACT REGISTRATION (OCT 03)
52.222-3	Convict Labor (Jun 2003)
52. 222-54	Employment Eligibility Verification (Jan 2009)
52.222-50	Combating Trafficking in Persons (Feb 2009)
52.223-6	Drug free workplace (May 2001)
52.223-15	Energy-Efficiency in Energy-Consuming Products (Dec 2007)
52.223-18	CONTRACTOR POLICY TO BAN TEXT MESSAGING WHILE DRIVING (SEPT 2010)
52.224-2	Privacy Act (Apr 1984)
52.227-14	Rights in Data – General (Dec 2007)
52.227-19	Commercial Computer Software License (Dec 2007)
52.232-7	Payments under Time & Materials and Labor-Hour Contracts (Feb 2007)
52.233-3	PROTEST AFTER AWARD (AUG 1996)
52.237-3	Continuity of Services (Jan 1991)

Governing Clauses

The following EPAAR clauses are incorporated by reference:

EPAAR 1552.211-79 Compliance with EPA Policies for Information Resources Management.

Compliance With EPA Policies for Information Resources Management (OCT 2000)

(a) *Definition.* Information Resources Management (IRM) is defined as any planning, budgeting, organizing, directing, training, promoting, controlling, and managing activities associated with the burden, collection, creation, use and dissemination of information. IRM includes both information itself, and the management of information and related resources such as personnel, equipment, funds, and technology. Examples of these services include but are not limited to the following:

(1) The acquisition, creation, or modification of a computer program or automated data base for delivery to EPA or use by EPA or contractors operating EPA programs.

(2) The analysis of requirements for, study of the feasibility of, evaluation of alternatives for, or design and development of a computer program or automated data base for use by EPA or contractors operating EPA programs.

(3) Services that provide EPA personnel access to or use of computer or word processing equipment, software, or related services.

(4) Services that provide EPA personnel access to or use of: Data communications; electronic messaging services or capabilities; electronic bulletin boards, or other forms of electronic information dissemination; electronic record-keeping; or any other automated information services.

(b) *General.* The Contractor shall perform any IRM related work under this contract in accordance with the IRM policies, standards and procedures set forth in this clause and noted below. Upon receipt of a work request (i.e. delivery order or work assignment), the Contractor shall check this listing of directives (see paragraph (d) for electronic access). The applicable directives for performance of the work request are those in effect on the date of issuance of the work request.

(1) *IRM policies, standards and procedures.* The 2100 Series (2100–2199) of the Agency's Directive System contains the majority of the Agency's IRM policies, standards and procedures.

(2) *Groundwater program IRM requirement.* A contractor performing any work related to collecting Groundwater data; or developing or enhancing data bases containing Groundwater quality data shall comply with *EPA Order 7500.1A—Minimum Set of Data Elements for Groundwater*.

(3) *EPA computing and telecommunications services.* The *Enterprise Technology Services Division (ETSD) Operational Directives Manual* contains procedural information about the operation of the Agency's computing and telecommunications services. Contractors performing work for the Agency's National Computer Center or those who are developing systems which will be operating on the Agency's national platforms must comply with procedures established in the Manual. (This document may be found at: <http://basin.rtpnc.epa.gov/etsd/directives.nsf>).

(c) *Printed documents.* Documents listed in (b)(1) and (b)(2) may be obtained from: U.S. Environmental Protection Agency Office of Administration Facilities Management and Services Division Distribution Section Mail Code: 3204 1200 Pennsylvania Ave., NW., Washington, DC 20460 Phone: (202) 260–5797

Governing Clauses

(d) Electronic access. A complete listing, including full text, of documents included in the 2100 Series of the Agency's Directive System is maintained on the EPA Public Access Server on the Internet at <http://epa.gov/docs/irmpoli8/>.

1552.235-71 Treatment of confidential business information. (APR 1984)

1552.235-79 Release of contractor confidential business information. (APR 1996)